

**SUMMARY OF THE
MEMBERSHIP AND OUTREACH MEETING
DECEMBER 07, 2001**

The Membership and Outreach Committee of the National Environmental Laboratory Accreditation Program (NELAP) met on Friday, December 07, 2001 at 9:00 a.m. Eastern Daylight Time (EDT) as part of the Seventh NELAC Interim Meeting in Arlington, VA. The meeting was led by Chairperson Margaret Prevost of the New York State Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items which follow.

INTRODUCTION

Ms. Prevost introduced herself and asked that each committee member introduce themselves and state their affiliation. She opened the meeting as an open forum ready to take comments.

Ms. Prevost began the meeting with a description of the function of the committee. She stated that the Committee advises the webmaster of the NELAC website and provides information supplied by the committees that need posting. Ms. Prevost stated that there is a problem with timely posting of information due to EPA clearances and needs to be addressed in this meeting. She also stated that this Committee promotes outreach efforts to increase membership. The Committee distributes a form titled "NELAC Needs You" at each conference which allows people to show their interest in serving on a committee. These forms are then submitted to the chair. Due to restructuring of NELAC, the role of this Committee may change.

OLD BUSINESS

Ms. Prevost reviewed the action items from the previous meeting held at NELAC 7. The committee was to design printed material for outreach purposes to increase membership and participation in NELAC. There was a need for specific information for current membership. Several versions of a fact sheet were created. The fact sheets were distributed to the audience for their review to comment on the readability of the content. It was suggested that after a version was chosen, it could be distributed to new members for advertisement purposes and old members for easy access to basic information concerning NELAC. It was suggested to provide print ready PDF files to download on the website.

RESTRUCTURING

Now that restructuring is to occur in the near future, the role of this Committee is pending. There may be a larger administration role for this Committee in the future. It was suggested that the primary goal of this committee should be to reach other states to become an Accrediting Authority (AA), and the second goal should be to update current members with up-to-date current events of NELAC. A future goal of this committee would be promoting the need for AAs to the scientific community at large.

As a member from the Transition committee, Dr. Ken Jackson reviewed the outcome of the strategic

planning meeting concerning restructuring and will put his summation in a letter to be posted on the website.

WEB SITE MANAGEMENT

It was stated that the website is an inadequate tool for prompt information dissemination. It was suggested that NELAC have a website not controlled by the EPA so that information can be posted in a timely manner without having to go through EPA clearances. It was also suggested that there be a list serve set up. It was cautioned that too much of an open forum on the web may create misrepresentation of NELAC.

OUTREACH EFFORTS

It was suggested that the AAs communicate directly to the labs about events concerning NELAC. It was suggested that there needs to be a coordinated effort to communicate to the labs, but there is not enough funding for postage, staffing, etc. In order to increase participation in NELAC, three suggestions were made: take advantage of mass and multi communication avenues, draft a letter to AAs for an example on the type of communication to distribute to labs as potential members, and encourage participation on teleconference calls. More will be known of the role of this Committee after restructuring occurs.

ADJOURNMENT

Ms. Prevost thanked those in attendance for their input into the brainstorming effort during this meeting and there being no further comments from the audience, she adjourned the meeting at 10:00 a.m.

ACTION ITEMS
MEMBERSHIP & OUTREACH COMMITTEE MEETING
DECEMBER 07, 2001

Item No.	Action	Date to be Completed
1.	Develop and provide information for the AAs to distribute to their laboratories that would provide information on current and future issues in a timely manner.	Ongoing

**PARTICIPANTS
MEMBERSHIP & OUTREACH COMMITTEE MEETING
DECEMBER 07, 2001**

Name	Affiliation	Address
Margaret Prevost	New York State Dept. of Health	T: (518) 485-5570 F: (518) 485-5568 E: mmp03@health.state.ny.us
Don Zahniser	Eastman Kodak Co., Environmental Analytical Services	T: (716)722-3331 F: (716)477-8468 E: don.zahniser@kodak.com
Sherry Clay	Texas Dept. of Health	T: (512)458-7318 F: (512)458-7294 E: sherry.clay@tdh.state.tx.us
Diane Therry	Therry Affiliates, LLC	T: (610)347-1726 F: (610)347-1507 E: dianne.therry@erols.com
Paul Mills (Absent)	DynCorp	T: (703)264-9560 F: (703)264-9236 E: millsp@dyncorp.com
Mike Ciolek Web Master (Absent)	EPA	T: (919)541-4921 F: (919)541-1039 E: ciolek.michael@epa.gov
Danell Person Contractor Support	Anteon Corporation	T: (702)731-4158 F: (702)731-4027 E: dtperson@anteon.com